

## **User Manual for Jiyo Parsi Portal (For Beneficiary)**

### **How to Apply;**

Please read the instructions and procedures carefully before you start filling the online application form and check all the particulars filled up in application form after getting the printout to ensure the correctness of information and upload all documents before finally submitting the application.

### **Procedure for filling online Application under medical component of the scheme**

The process of filling online application for the benefit consists of two parts:

- I. One Time Registration
- II. Filling of online Application form after registration

### **Part-I (Registration)**

1. Read the instructions given in the portal page carefully before filling up the online 'Registration Form' and 'Application Form'.
2. Before proceeding with Registration, keep the following information/documents ready:
  - a. Mobile Number (to be verified through OTP)
  - b. Email ID (to be verified through OTP).
  - c. Aadhaar Number.
3. For Registration, click on 'Apply Now' link provided in the 'Portal for Jiyo Parsi Scheme' Section provided on website of the Ministry i.e. <https://www.minorityaffairs.gov.in>>Programme>Specialneeds>Jiyo Parsi>Portal for Jiyo Parsi scheme>Apply Now>Apply for services.
4. The Registration process requires filling up of following information:
  - a. Full Name

b. Email Id

- Your Email ID must be a working Email ID as it will be verified through OTP. It may also be noted that any information which the official may like to communicate with you, will be sent on this Email ID only. Your Email ID will also be used for retrieval of password/ Registration Number if required.

- Mobile No. must be a working mobile number as it will be verified through “One Time Password” (OTP). It may be noted that any information which the official may like to communicate with you, will be sent on this mobile number only. Your mobile number will also be used for retrieval of password/ Registration Number if required.

c. Password Creation

d. State

e. Select State

f. Enter Captcha

g. Submit

### REGISTRATION

Full Name\*

Email Id\*

Mobile No.

Password\*

Note: Password should be at least '9' characters with at least one special character(!@#%\$%^&\*), one numeric, one small case and one upper case letter (i.e Admin@357)

Select State

738651   Enter Captcha

I agree to abide by the Terms of Use outlined by ServicePlus.

5. Once the Basic Details provided in registration are saved, you will be required to confirm your mobile number and email ID through OTP. On confirmation, your data will be saved.

Email Id

Email OTP

Mobile No.

Mobile OTP

Note: It may be possible that, due to heavy load on servers, OTP and Verification link notification does not reach you. In such a case, you can click on the below option:

1. Login to ServicePlus Application using your email ID and password entered during registration and retry.
2. Wait for some time and as soon as you receive the notification(s), click the verification link shared along with the notification.

#### Verification!

An OTP with a Verification Link has been sent to your email ID jiyoparsi-mma@gov.in & mobile no 8287350718. Please note that the OTP received is for single use only and is valid for 15 minutes from the time of request.

Whereas, the verification link is valid for 48 hours from the time of request. Please note that, if you receive the OTP after 15 minutes, you can click verification link within 48 hours to activate your account.

← → ↻ serviceonline.gov.in/dbt/citizenRegistrationSubmit.html

Email Id

Email OTP \*  
 RESEND (0/2)

Mobile No.

Mobile OTP \*

VALIDATE

BACK

Note: It may be possible that, due to heavy load on servers, OTP and Verification link notification does not get delivered on time. If not received, you can close this window and follow any of the below option:  
1. Login to ServicePlus Application using your email ID and password entered during registration and retry for verification.  
2. Wait for some time and as soon as you receive the notification(s), click the verification link shared along with the OTP. After that, you will be able to login and apply for services.

← → ↻ serviceonline.gov.in/dbt/CitizenRegistrationOtpValidation.html ☆

You have successfully registered on <https://serviceonline.gov.in/dbt/>. Please login to the application using your email ID and password.

6. Your Registration id/user id and Password (as you created) will be provided to you on your mobile number and Email ID.
7. After successful registration. You need to login again using your Register email id and password on website of the official i.e. <https://serviceonline.gov.in/dbt/>.
8. To finalize the remaining application form, users can click 'Login,' leading them to the login page displayed in the following screen. The register email id serves as the username, and the password as created by (applicant).

The screenshot displays the ServicePlus dashboard with the following data:

NATIONAL COUNT					PREVIOUS DAY ACTIVITY (APPLICATION DETAILS)			
1	64	437,418	319,937	117,481	10	0	2	0
STATES ONBOARD	SERVICES LAUNCHED	APPLICATIONS RECEIVED	APPLICATIONS DISPOSED	APPLICATIONS PENDING	RECEIVED	DELIVERED	PROCESSED	REJECTED

**An Easy and Intuitive Application**  
 Developed as part of Panchayat Enterprise Suite (PES) under epanchayat Mission Mode Project (MMP). ServicePlus meta-data based e-Service delivery framework which is built on LowCode-NoCode (LCNC) architecture for delivering electronic-services to citizens. An application which is quick to learn and easy to use with minimal effort or very less skill set.

- Build Software through Dictate, Design & Deploy
- Interactive, Intelligent & Interoperable
- Automated Data Migration
- Integrated Dynamic Report Generation
- Systematic Process Flow Management

**NEWLY LAUNCHED SERVICES**

- A2K+ Events**  
Department of Scientific and Industrial Research, CENTRAL
- Parsi Directory**  
Ministry of Minority Affairs, CENTRAL
- Jiyo Parsi - Medical Assistance Component**  
Ministry of Minority Affairs, CENTRAL

**VISION STATEMENT OF SERVICEPLUS**

9. After click on login, users will encounter the following screen. After logging in, users will be redirected to the additional details page.



### LOGIN





I agree to abide by the Terms of Use outlined by ServicePlus.

Login

or

[Forget Password ?](#)

## **Part-II (Application Form)**

1. Login to online system through your 'Registration id' and password. Register applicant name automatically provided at the right-hand top corner of your profile.

Menu ☰ 29 : 8 Themes ▾ Language ▾ 

 Manage Profile <

 Apply for services <

 View Status of Application <

 Submit Feedback <

### ABOUT SERVICE PLUS

## Welcome to Service Plus

ServicePlus is a generic application to provide an electronic delivery for all the services provided by The Government to The citizen. The Government of India, State Governments and Local Governments are providing various services to benefit the citizens at Centre, State or Local level primarily Government to Citizen (G2C) and Government to Business (G2B). The services provided are either demand driven or mandated by the legislation. The services provided by Government can be categorized as:

1. Regulatory Services: Regulatory services are services like trade licence, permit for construction of a building etc that can be denied by the Government.
2. Statutory Services: Statutory services are services like Issuance of Birth/Death certificate which cannot be refused by Government.
3. Developmental Services: Developmental Services are services or schemes provided by Government for the benefit of citizens like NREGS, IAY, Old age Pension etc.

### The following are the salient features of the software -

1. Service(s) will be created online
2. Citizens will be submitting applications online
3. Service units will be able to receive application online
4. Service units will be able to verify documents and application fee online
5. Service units will be able to escalate application to some other person, in the case of absence of dealing authority, online
6. Citizens will be monitoring Application status online
7. Private Service Access Providers will be participating in the application receipt/submission and service delivery process online

2. In manage profile option of menu;
  - a. Where applicant can view, edit their profile and able to change the password.
  - b. In 'apply for services' select 'view all available services'.

3. Click on 'Jiyo Parsi Medical Assistance Component' in search bar.

The screenshot displays the ServicePlus web application interface. At the top left is the ServicePlus logo with the tagline 'Metadata-based Integrated eService Delivery Framework'. To the right is the Indian national emblem with the motto 'सत्यमेव जयते'. Below the logo is a blue navigation menu with options: 'Manage Profile', 'Apply for services', 'View all available services', 'View Status of Application', and 'Submit Feedback'. The main content area shows a search bar with 'jiyo parsi' entered. Below the search bar is a table of search results. The table has columns for 'SI.No.', 'Service Name', 'Department Name', and 'STATE'. A single result is shown for 'Jiyo Parsi - Medical Assistance Component' under the 'Ministry of Minority Affairs' in the 'CENTRAL' state. The page number '1' is highlighted in the pagination controls.

SI.No.	Service Name	Department Name	STATE
1	Jiyo Parsi - Medical Assistance Component	Ministry of Minority Affairs	CENTRAL

4. Upon clicking on service name users will encounter the following screen. Fill Personal Details and check twice to ensure accuracy. If any discrepancies arise the same will be highlighted in red text.

5. After completing all compulsory details, save the data to proceed to the last part of the application form.

The screenshot shows the 'JYO PASS - MEDICAL ASSISTANCE [ APPLICATION FORM ]' web portal. The page is titled 'GOVERNMENT OF INDIA, MINISTRY OF SOCIAL JUSTICE, JYO PASS - MEDICAL ASSISTANCE [ APPLICATION FORM ]'. It includes a navigation menu on the left and a main form area with three sections: 'Applicant's Details', 'Family Details', and 'Address Details'. Each section contains input fields for name, ID number, date of birth, and phone number, along with a photo upload button. The bottom of the page features a footer with contact information and a 'Save & Next' button.

6. Online Mandatory Scanned Documents to be kept ready before filling the application:
  - (i) Recent, clear colour passport size photograph (against a plain white background) of the candidate in JPG image (Image Size should be greater than 100KB) without wearing dark glasses.
  - (ii) All certificate in pdf format. (File Size should be less than 512KB.)
  - (iii) Income certificate
  - (iv) Treatment Plan
  - (v) Doctor prescription
  - (vi) Cancelled cheque
  - (vii) ITR
  
7. After completing application & declaration, applicant will get the application reference number with which applicant can track their application status by entering the login id credential at the portal.

serviceonline.gov.in/dbt/applyPageForm.do?OWASP\_CSRFTOKEN=PGCO-HGKC-A372-L100-4EZ7-6QF8-LGME-JHWE&serviceld=17200002&UUIID=99caf9c1-fe2f-4347-9276-eba40d1ad810

**ServicePlus**  
Metadata-based Integrated eService Delivery Framework

serviceonline.gov.in says  
Your draft reference number is: Draft\_JP-MAC/2024/00020

Menu

30 : 0 Themes Language Farhang M

Language

1 2

  
सत्यमेव जयते

GOVERNMENT OF INDIA  
MINISTRY OF MINORITY AFFAIRS

**JIYO PARSI - MEDICAL ASSISTANCE [ APPLICATION FORM ]**  
*( Financial assistance for investigation and detection of infertility, counseling and fertility treatment to Parsis after their fertility problem is medically detected )*

**\*\* Assisted Reproductive Technology refers to IVF, IUI and other treatment for infertility, requiring medical intervention \*\***

8. After carefully reading the declaration, users should check “Preview” 'I agree,' then click to submit the declaration.

9. Applicant is also requested not to opt/fill any details in “additional details” option as it is prefilled.

<b>Treatment Details</b> Name of hospital where treatment is being taken * <input type="text"/> Contact Address of Doctor/Hospital * <input type="text"/> Letter from doctor stating that the applicant requires medical help to be able to complete * <input type="text"/> <small>Additional document name</small> <input type="button" value="Choose file"/> <small>No file chosen</small>		Name of doctor * <input type="text"/> Doctors contact detail (mobile/office phone) * <input type="text"/> Proposed treatment plan * <input type="text"/> <small>Additional document name</small> <input type="button" value="Choose file"/> <small>No file chosen</small>	
<b>Bank Details of Joint Account of the Couple</b> Bank Name * <input type="text"/> Bank Address * <input type="text"/> Name as in Bank Passbook * <input type="text"/> ACCOUNT NO. * @ <input type="text"/>		IFSC Code * <input type="text"/> <input type="button" value="Fetch Bank Details"/> Bank Code <input type="text"/> Gender * <input type="text"/> <small>Please Select</small>	
<b>Necessary documents to be attached with the application</b> <small>(Consent/Opinion of related medical staff)</small> <input type="text"/> <small>Additional document name</small> <input type="button" value="Choose file"/> <small>No file chosen</small>		<small>(Prescription by Return Patient's doctor whose name to be mentioned)</small> <input type="text"/> <small>Additional document name</small> <input type="button" value="Choose file"/> <small>No file chosen</small>	
<b>Declaration</b> <p>I hereby declare that, I have carefully gone through the eligibility criteria under the Scheme and the information given above is correct to the best of my knowledge. It is further undertaken that the documents to be submitted by me are genuine. If the information found to be incorrect and/or the document(s) found to be bogus or fake; my application would be summarily rejected without prior notice and I will also be liable to be prosecuted as per the relevant sections of law. Further, I understand that, applicant who is found guilty of furnishing wrong information will be barred from applying for the scheme in future.</p> <input type="checkbox"/> Agree *			
<b>Additional Details</b> Applied to the Office * <input type="text"/> Ministry of Minority Affairs (CENTRE)			
Word verification  Please enter the Characters shown above <input type="text"/>			
Jyoti Parasi Scheme Division, Ministry of Minority Affairs, 11th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, NEW DELHI – 110003. Email: jyoparasi-mma@gov.in			
<input type="button" value="Previous"/> <input type="button" value="Draft"/> <input type="button" value="Submit"/> <input type="button" value="Close"/> <input type="button" value="Reset"/>			

10. Upon successful submission, users will get acknowledgement slip.

Manage Profile < Apply for services > View all available services View Status of Application < Submit Feedback <	 <b>Application Acknowledgment</b> <p>Date: 14/09/2024</p> <p>Dear Farhang Marcton-Webis,          Thank you for using ServicePlus.          Your application for Jyoti Parasi - Medical Assistance Component has been successfully submitted to Ministry of Minority Affairs (CENTRE), Central.</p> <p style="text-align: center;"><u>Application Summary</u></p> <p>Application Reference Number is JP-MAAG/2024/00006</p> <p>The service will be delivered on or before.</p> <p style="text-align: center;"><u>List of Enclosures with Application</u></p> <p>Service Designated Officer:          Name: Ms. Sonia Sharma          Address: 11th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003.          Email: nicolal-mma@gov.in          Phone No.:</p> <p>Regards          ServicePlus</p>	<input type="button" value="Print"/> <input type="button" value="Export to PDF"/> <input type="button" value="Close"/>
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